



DIVISION MEMORANDUM
 No. 31, s. 2019

CONDUCT OF SELECTION FOR TEACHER III and ADMINISTRATIVE ASSISTANT III POSITIONS

To: Chief, Curriculum Implementation Division
 Chief, School Governance and Operations Division
 Elementary and Secondary School Heads
 This Division

- This Office announces the Conduct of Selection of Qualified Applicants for Teacher III (Caniangan NHS/SG 13) Administrative Assistant III (Senior Bookkeeper SG/9) Positions.
- Per DepEd Order 66 s.2007, applicants to Teacher III and ADAS-III must have the following basic requirements:

Position	Education	Experience	Training	Eligibility
Teacher III	BEED or BS plus 18 professional units in Education	2 years relevant experience	None Required	RA 1080
Administrative Assistant III (Senior Bookkeeper)	Completion of 2 years studies in college	1 year of relevant experience	4 hours relevant training	Career Service (Sub professional) First Level Eligibility

- Applicants shall submit documents to the receiving section of the Office addressed to the schools Division Superintendent on or before February 8, 2019 as follows:
 - Letter of Intent
 - CSC Form 212 (Revised 2017) with 2x2 ID picture;
 - Certified photocopy of last approved appointment;
 - Updated Service Record;
 - Certified photocopy of Performance Rating for the last three years;
 - Transcript of Records;
 - Certified photocopy of Certificates of relevant Trainings/ Seminars Scholarships, etc.
 - Copy of the class/Master Program indicating the no. of teaching load (current year) only for Teacher applicant.
 - Omnibus certification of the completeness, authenticity and veracity of all documents submitted, signed by the applicant. The documents must be arranged according to what are enumerated in paragraph 3 of this

Memorandum. There must be a table of contents at the top of these documents and each sheet must bear a page number.

- The documents shall be fastened at the top right portion inside the folder while the tabbing, according to the table of contents (a-g) shall be at the bottom of the documents.
- Deliberation sheet shall be stapled at the inside left portion of the folder
- The applicants shall prepare two sets of pertinent documents following the above preparation.
- Applicants must bring the original copies of the documents they have submitted for the interview / deliberation at the office of the Assistant Schools Division Superintendent on a schedule which will be announced later.
- Only the qualified applicants who can attend the interview/deliberation shall be included in the rank list.

4. The Personnel Selection Board (PSB) is composed of the following:

Chairperson:

Rosemarie T. Macesar - Asst. Schools Division Superintendent

Members:

Myrna T. Regidor	- Chief School Governance and Operations Division (SGOD)
Carmelita A. Jubay	- Chief Curriculum Implementation Division (CID)
Margissa T. Amen	- Administrative Officer V
Lorna C. Penonal	- Education Program Supervisor, TACIDETERA President
Shieldon F. Honculada	- Principal 1, PESPA President
Myrna T. Barbon	- Principal II, DAPSSHI President
Anna Daphne C. Mugar	- Accountant III/Section Head
Delma R. Denapo	- Administrative Officer II/HRMO -I

Secretariat:

Carelyn L. Villegas	- Administrative Assistant III
Eleanor M. Arabejo	- Administrative Aide VI

5. Immediate dissemination of this Memorandum to all concerned is enjoined.

JEAN G. VELOSO

OIC- Schools Division Superintendent

JGV/ drd

Incl: As stated

Reference: As stated

To be indicated in the Perpetual Index
under the following subjects:

RECRUITMENT SELECTION APPLICANT POLICY

Relevant, inclusive and liberating basic education builds a strong nation.



Republic of the Philippines
Department of Education
Region X – Northern Mindanao
DIVISION OF TANGUB CITY



Anecito Siete St., Mantic, Tangub City

e-mail: tangub.city@deped.gov.ph / website: www.depedtangub.net

Telephone: (088) 545-0304 Telefax: (088) 395 3372

D.O. No. 66.s.2007 (Level 1 Non-Teaching)

Name: _____ **School:** _____ Position Applied _____

- I. Performance Rating (35 pts.) _____
- 2015-2016 _____ 2016-2017 _____ 2017-2018 _____
- II. Experience (5 pts) _____
- Relevant experience on the performance of duties _____
- Functions relevant to the next higher position _____
- One year is given one point but not to exceed 5. _____
- III. Outstanding Accomplishment (5 pts) _____
- A. Outstanding Employee Award (1 pts) _____
- B. Innovations (1 pts) _____
- C. Research and Development Projects (1 pts) _____
- D. Publication/ Authorship (1 pts) _____
- E. Consultancy/ Resource Speakership in Trainings/Seminars/Workshops/Symposia (1 pts) _____
- IV. Education and Training (20 pts) _____
- A. Education (10 pts) _____
- Complete Academic Requirements _____
- for Master's Degree (6 pts) _____
- Master 's Degree (7 pts) _____
- Doctoral Degree CAR (9 pts) _____
- Doctoral Degree (10 pts) _____
- B. Training (10 pts) _____
- Participant in 1 or more training activities for at least 3 days _____
- V. Potential (20 pts) _____
- 1) Communication Skills (4 pt) _____
- 2) Ability to Present Ideas (4 pt) _____
- 3) Alertness (4 pt) _____
- 4) Judgment (4 pt) _____
- 5) Leadership Ability (4 pt) _____
- VI. Psychosocial attributes and physical characteristics (15 pts) _____
- 1) Human Relations (6pts) _____
- 2) Decisiveness (5pts) _____
- 3) Stress Tolerance (4 pt) _____

Total: _____

I have participated in the deliberation of my documents. I also recomputed my rating and found it complete and accurate.

Signature of Applicant

This is to certify that the members of the PSB have deliberated the ratings for the documents submitted, and have conducted the evaluation, interview and other needed assessment.

MYRNA T. REGIDOR
Member/ Chief SGOD

CARMELITA A. JUBAY
Member/ Chief CID

LORNA C. PEÑONAL
Member/ EPS 1, TACIDITERA President

MARGISSA T. AMEN, LL.B.
Member/ AO-V

ANNA DAPHNE C. MUGAR
Member/ Accountant III

DELMA R. DENAPO
Member/ AO- II

CARELYN L. VILLEGAS
ADAS-III/ Secretariat

MARY GRACE B. MACAS
ADAS II/ Secretariat

ROSEMARIE T. MACESAR
OIC- Assistant Schools Division Superintendent
PSB Chairman



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D.O. No. 66.s.2007 (Teaching and Related Teaching)

Name: _____ **School:** _____ **Position Applied** _____

I. Performance Rating (35 pts.)	_____
2015-2016 _____ 2016-2017 _____ 2017-2018 _____	_____
II. Experience (5 pts)	_____
Relevant experience on the performance of duties	_____
Functions relevant to the next higher position	_____
One year is given one point but not to exceed 5.	_____
III. Outstanding Accomplishment (20 pts)	_____
A. Outstanding Employee Award (4 pts)	_____
B. Innovations (4 pts)	_____
C. Research and Development Projects (4 pts)	_____
D. Publication/ Authorship (4 pts)	_____
E. Consultancy/ Resource Speakership in	_____
Trainings/Seminars/Workshops/Symposia (4 pts)	_____
IV. Education and Training (30 pts)	_____
A. Education (25pts)	_____
Complete Academic Requirements	_____
for Master's Degree (10 pts)	_____
Master 's Degree (15 pts)	_____
Doctoral Degree CAR (20 pts)	_____
Doctoral Degree (25 pts)	_____
B. Training (5 pts)	_____
Participant in 1 or more training activities	_____
for at least 3 days	_____
V. Potential (5 pts)	_____
1) Communication Skills (1 pt)	_____
2) Ability to Present Ideas (1 pt)	_____
3) Alertness (1 pt)	_____
4) Judgment (1 pt)	_____
5) Leadership Ability (1 pt)	_____
VI. Psychosocial attributes and physical characteristics (5 pts)	_____
1) Human Relations (2pts)	_____
2) Decisiveness (2pts)	_____
3) Stress Tolerance (1 pt)	_____
Total:	_____

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Signature of Applicant

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Member/Principal I, PESPA President

CARELYN L. VILLEGAS
ADAS-III/ Secretariat

ELEANOR M. ARABEJO
ADA VI/ Secretariat

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OIC- Assistant Schools Division Superintendent
PSB Chairman